

## **SAN LUIS OBISPO COUNTY FLEET GARAGE**

In 2001-02, the Grand Jury recommended to the Board of Supervisors that the garages of the Department of Public Works (DPW) and the Department of General Services (DGS) be combined. This recommendation was based on the findings of the former Grand Jury that there was duplication of equipment, facilities and supervision in the two garages. The Board of Supervisors adopted the Grand Jury recommendation and issued a directive (Appendix B) ordering the two departments be combined. The purpose of the Grand Jury's recommendation and the Board of Supervisors' directive was to reduce the costs of maintenance of county vehicles and equipment and to increase efficiency, by eliminating duplication.

On March 18, 2004, DPW and DGS created a Memorandum of Understanding (MOU) (Appendix A) with the intent of defining each department's responsibilities and how the Board of Supervisors' directive would be implemented.

### **AUTHORITY**

California Penal Code §925 states: "The grand jury shall investigate and report on the operations, accounts, and records of the officers, departments, or functions of the county including those operations, accounts, and records of any special legislative district or other district in the county created pursuant to state law for which the officers of the county are serving in their ex officio capacity as officers of the districts."

### **METHOD**

The current Grand Jury:

- Interviewed employees and managers in both departments,
- Reviewed the directive from the Board of Supervisors' ordering the maintenance departments of DPW and DGS be combined,
- Reviewed both departments' responses to the Board of Supervisors' directive, and the effect of the March 18, 2004 Memorandum of Understanding,
- Made two visits to the county fleet maintenance shops on Kansas Avenue to observe facilities and operations, and

## SAN LUIS OBISPO COUNTY FLEET GARAGE

- Reviewed claims of both departments regarding cost efficiencies and savings realized from combining the maintenance operations.

### **NARRATIVE**

Our investigation revealed that the consolidated fleet garage on Kansas Avenue is performing satisfactorily, and we concur with the 2001-02 Grand Jury recommendation. Due to conflicting reports from each department, the extent of savings realized from the consolidation is not clear.

The directive to combine the two operations has not been fully implemented due to the MOU of March 18, 2004. Page 5, Section 4.1, of the MOU (Appendix A) states: “By the terms of this MOU, the DPW shall be under no obligation to utilize the DGS as a sole vendor of fleet services. It shall be the prerogative of DPW to utilize the vendors it feels are in the best interest of the DPW to provide fleet services.” The effect of this paragraph is to prevent the full implementation of the Board of Supervisors' directive.

This paragraph has been interpreted by the DPW to allow them to:

- keep maintenance functions under their control,
- continue to manage maintenance operations for their equipment, and
- allow their department to contract for maintenance from outside sources at additional expense after elimination of the DPW maintenance shop.

This interpretation allows the DPW to evade the intent of the Board of Supervisors' directive. Because of this paragraph, and DPW's use of it as an escape clause, the Board of Supervisors' directive has not been fully implemented and outside expenses are still incurred. The failure to implement the directive fully is clearly due to the existence of the MOU and efforts by DPW to preserve its self-interest.

The only way to fully implement the directive and realize maximum savings is to eliminate the MOU and allow the combining of the maintenance functions to be completed.

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### FINDINGS

**Finding 1:** The Memorandum of Understanding between the departments of General Services and Public Works prevents complete implementation of the Board of Supervisors' directive.

**Finding 2:** The Grand Jury was given conflicting reports from each department about the actual savings to the departments after they had been combined.

### RECOMMENDATIONS

**Recommendation 1:** The Board of Supervisors should invalidate the Memorandum of Understanding. (Finding 1)

**Recommendation 2:** The County Auditor should conduct an operational audit of the combined maintenance operations to determine if, and to what extent, overall costs have been reduced since consolidation of the two garages. (Finding 2)

### REQUIRED RESPONSES

- **The San Luis Obispo County Department of Public Works, Due 08/09/06 (Findings 1 & 2 and Recommendation 1)**
- **The San Luis Obispo County Department of General Services, Due 08/09/06 (Findings 1 & 2 and Recommendation 1)**
- **The San Luis Obispo County Auditor, Due 08/09/06 (Finding 2 and Recommendation 2)**
- **The San Luis Obispo County Board of Supervisors, Due 09/06/06 (All Findings and Recommendations)**

## **Appendix A**

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**County of San Luis Obispo**  
**Memorandum of Understanding**  
**Between**  
**The Department of General Services and**  
**The Department of Public Works**  
**For**  
**Equipment and Vehicle Maintenance**  
**Services**

**County Of San Luis Obispo  
Memorandum of Understanding  
Between  
The Department of General Services and  
The Department of Public Works  
For  
Equipment and Vehicle Maintenance Services**

GENERAL SERVICES  
2004 MAR -1 PM 1:21

THIS Memorandum of Understanding (MOU) is entered into by and between the County of San Luis Obispo Department of Public Works, (hereinafter referred to as "DPW"), and the County of San Luis Obispo Department of General Services (hereinafter referred to as "DOGS")

**WHEREAS**, the County of San Luis Obispo Grand Jury has recommended that fleet-maintenance services now provided by DPW and the DOGS be combined with DOGS acting as primary provider of services to DPW; and

**WHEARAS**, The DPW and the DOGS have agreed that it is in the best interest of the County to consolidate the equipment services functions,

**NOW THEREFORE**, be it understood that the DOGS and the DPW mutually agree as follows:

**1. SCOPE OF SERVICES**

**1.1 DPW Daily Operator Checks**

- 1.1.1 Daily operator checks of DPW equipment shall continue to be done by the DPW operator personnel.
- 1.1.2 Minor Road-yard equipment maintenance shall continue to be done by DPW operator personnel.
- 1.1.3 DOGS will notify the DPW Equipment Manager if they find evidence during service or repair that daily operator checks are not being accomplished.

**1.2 Routine Fleet Equipment Maintenance Services**

- 1.2.1 The DOGS shall provide Routine Fleet Preventative Maintenance Services for the DPW within the following limitations:

- 1.2.1.1 The Director of the DPW, or her/his designee, shall pre-establish and/or approve the scope of all service and repair work for DPW Equipment or vehicles.
  - 1.2.1.2 Some DPW equipment or vehicles are impractical to transport to the Operation Center or the absence of such vehicles may seriously interfere with field operations. The Director of the DPW, or her/his designee, shall inform the DOGS of such equipment or vehicles. Routine maintenance on

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these items shall be provided by DOGS at the DPW facilities, or by other means determined by DPW.

- 1.2.2 All standby, stationary emergency generators owned by the County shall be maintained on a regular basis as needed.
- 1.2.3 DOGS shall contact the operators of vehicles or equipment and the DPW Equipment Manager of such equipment, and arrange to have the vehicles serviced or repaired.

### 1.3 Non-Routine Fleet Maintenance

- 1.3.1 The Director of the DPW, or her/his designee, shall authorize all work to be performed on all DPW equipment, prior to any work being performed, for all work that falls outside of the parameters established herein under the provisions for Routine Fleet Equipment Maintenance.
- 1.3.2 Modifications, conversions or the addition of accessories shall be performed on DPW fleet only at the specific request of DPW. Each such modification shall be determined on a case by case basis.
- 1.3.3 It shall be understood that the nature of Public Works is such that DOGS mechanics shall be required to affect certain repairs or services either in the field or at other remote locations. DOGS shall make a reasonable effort to send mechanics to field locations at the request of field supervisors.
- 1.3.4 Emergency repairs. In the interest of public safety during storms, earth slides or other such emergency situations, it may occasionally be necessary to have a mechanic standby or work on equipment during off work hours. The DOGS shall be expected to provide such service and make mechanics available. The DOGS will provide to DPW regular updates of their Department Emergency Call Out
- 1.3.5 All related cost of standby or emergency call out will be incurred by D.P.W.

### 1.4 90 day Statutory inspections

- 1.4.1 Required Ninety-day "regulated vehicle" inspections shall be done by the DOGS at the request of Director of the DPW, or her/his designee. Every effort shall be made to ensure such inspection intervals are not exceeded. Inspections of field equipment shall be done at the location where the equipment is normally assigned.
- 1.4.2 Required Ninety-day OSHA crane and aerial device inspections are to be performed by DOGS as part of the scheduled equipment PM program.
- 1.4.3 The Director of the DPW, or her/his designee, retains the right at her/his sole discretion, to utilize non-DOGS maintenance facilities and/or personnel to provide this service.

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## 1.5 Annual Statutory Inspections

- 1.5.1 The tracking and coordination of required, annual OSHA crane and aerial device inspections for DPW equipment, by outside State certified inspectors, and Biennial CHP inspections of "Regulated vehicles," shall be solely the responsibility of the DPW.
- 1.5.2 Annual "Heavy-Duty Diesel Smoke Emission Tests" as required by the California Air Resources Board and Biennial California Bureau of Automotive Repair "Vehicle Smog Check" tests shall be performed by DOGS as part of routine service.

## 1.6 Road Service

- 1.6.1 The DOGS shall provide road service for the DPW fleet.
- 1.6.2 The Director of the DPW, or her/his designee, retains the right at her/his sole discretion, to utilize non-DOGS services or facilities to provide this service.

## 2. GENERAL PROVISION

### 2.1. Equipment Ownership

- 2.1.1. Except for the transfer provisions specifically listed below, the DPW shall retain ownership of all present and future owned equipment. The DPW shall retain responsibility for funding the purchases of additional and replacement equipment.
- 2.1.2. All transfers of equipment shall be by mutual written agreement between the DPW and the DOGS. Said agreement to be executed prior to any transfers being completed.
- 2.1.3. The DPW shall determine the life cycle of all equipment owned by the DPW. The DPW shall determine when equipment or vehicles are to be replaced, what they are to be replaced with, when they are disposed of, what additional equipment is needed, or what vehicles or equipment are to be sold and not replaced.

### 2.2. Transfer of Personnel

- 2.2.1. The positions listed on "Exhibit A", attached hereto as if fully set forth herein, presently shown on the position allocation list (PAL) of DPW, shall be transferred to the DOGS PAL. It shall be the responsibility of DOGS to take the necessary actions to initiate this transfer after such time as both parties have agreed on the terms of this MOU.

### 2.3. Transfer of Equipment and Facilities

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- 2.3.1. The equipment and facilities listed on "Exhibit B", attached hereto as if fully set forth herein, presently shown on the Fixed Asset Subsidiary Ledger of the DPW Internal Service Fund (BU 2900) shall be transferred to the DOGS Garage Internal Service Fund (BU 2300). Along with the accumulated depreciation collected to date on each item. Subsequent to the transfer it will be the responsibility of DOGS to replace the items as they deem necessary.

### 2.4. Transfer of Inventory

- 2.4.1. The Inventory items listed on "Exhibit C", attached hereto as if fully set forth herein, presently shown on the Materials subsidiary ledger of the DPW Internal Service Fund (BU 2900) shall be transferred to the DOGS Garage Internal Service Fund (BU 2300) at a dollar value based on the average cost of the inventory at the time the transfer is made. Said sum to be paid by DOGS to the DPW prior to completion of physical transfer.
- 2.4.2. The inventory items listed on said "Exhibit C" shall be physically maintained in the warehouse that now contains the DPW tires.
- 2.4.3. The DOGS shall be responsible for replenishing said inventory in the future and/or providing alternative methods of obtaining items necessary to complete the services they shall provide.

### 2.5. Access to Facilities

- 2.5.1. The Director of the DPW, or her/his designee, shall be allowed access to all areas within DOGS in a manner that provides the ability to fully observe the services provided by DOGS.
- 2.5.2. The Director of the DPW, or her/his designee, shall have computer access rights to browse all information maintained on D.P.W. equipment only, that is serviced by DOGS.
- 2.5.3. The Director of the DOGS, or her/his designee, shall control the warehouse facility that presently houses the DPW tires. The DPW shall not have access to this area without permission of the DOGS.
- 2.5.4. Other than access stipulated within the provisions of this agreement, the DOGS shall not have access to other areas presently under the control of the DPW Supervising Storekeeper. (A map of these areas is attached)

## 3. COMPENSATION.

- 3.1. The DPW shall pay to DOGS as compensation for all services performed pursuant to this agreement, the cost of performing the service on a time and materials basis
- 3.2. Billing for services rendered is to be submitted to the DPW on a monthly basis with a detailed explanation of labor and material costs by unit number.

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3.3. The DPW shall reimburse DOGS for any direct expenses incurred in connection with the repair or maintenance of the DPW fleet. Direct expenses include, but are not limited to the following:

- Travel Expenses (automobile/lodging/meals)
- Professional Consultants
- County/City Fees
- Specialized training for DPW equipment

#### **4. USE OF OTHER VENDORS**

4.1. By the terms of this MOU, the DPW shall be under no obligation to utilize the DOGS as a sole vendor of fleet services. It shall be the prerogative of DPW to utilize the vendors it feels are in the best interest of the DPW to provide fleet services.

4.2. The DPW shall provide to DOGS a record of outside repairs or services performed to be kept in the vehicle permanent record file.

#### **5. LICENSE**

5.1. The DOGS shall require that mechanics assigned to repair regulated vehicles maintain a California CDL and meet all requirements for repair and service of regulated vehicles.

#### **6. COVENANT**

6.1. This Memorandum of Understanding has been entered into in good faith between the DPW and the DOGS of the County of San Luis Obispo. All duties and obligations of the parties created hereunder are performable in San Luis Obispo County, and each Department agrees to act under the terms of this MOU in the best interest of the County.

#### **7. DISPUTE RESOLUTION**

7.1. Every effort should be made to abide by the memorandum of understanding by all parties. The principal parties should try to work things out between themselves first, before resorting to the following process. However;

7.2. Should disputes arise, the following process shall be followed:

7.2.1. The DPW Equipment Manager and the DOGS Fleet Shop Supervisor shall first seek to resolve any disputes between themselves. If this fails, then

7.2.2. The PW Road Maintenance Superintendent shall work with the DOGS Fleet Manager to resolve the dispute. If they reach agreement, their mutual decision shall be considered final. If they cannot reach agreement, then

7.2.3. The DPW Deputy Director – Engineering Services shall work with the Deputy Director of DOGS to resolve the dispute. If they reach agreement, their mutual decision shall be considered final. If they cannot reach agreement, then

7.2.4. The Director of the DPW and the Director of the DOGS shall work together to resolve the dispute. If they reach agreement, their mutual decision shall be considered final. If they cannot reach agreement, then

7.2.5. The County Administrative Officer shall make a final determination of a resolution to the dispute.

## **8. RECORDS AND REPORTS**

8.1. The DOGS shall provide to the DPW, on a regular monthly basis, reports that must at least include, but is not limited to, a description of each item of equipment or vehicle that was serviced, a detailed description of the service performed, a reading of the mileage or hours shown on the equipment or vehicle meter at which the service was provided, itemized cost breakdowns showing labor and materials costs associated with the service provided.

8.2. DPW will provide to DOGS records of any service, repair, alteration, and inspection work performed on DPW equipment and vehicles by others.

## **9. TRANSPORTATION OF EQUIPMENT**

9.1. It shall be the responsibility of the DPW to provide physical transportation of heavy equipment or vehicles, to and from the DOGS repair facility which requires work to be performed at that facility. Light duty trucks, (less than 26,000 GVW), or sedans may be transported or shuttled by DOGS employees as needed to facilitate the return of vehicles to field locations.

## **10. WARRANTY**

10.1. All repairs or preventative maintenance services performed by DOGS for DPW shall carry a reasonable, industry-standard warranty.

10.2. DOGS shall warrant that preventative maintenance services are performed according to the preventative maintenance guidelines of the DPW

10.3. Repairs and fabrications performed on DPW vehicles shall be warranted for a period of 30 days. Failure of such repairs, due to poor workmanship or neglect during the warranty period shall result in the work being performed by DOGS without charge.

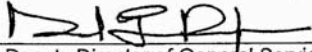
# SAN LUIS OBISPO COUNTY FLEET GARAGE


10.4. It shall be the responsibility of DOGS to track component warranties and to seek reimbursement for the failure of any component covered by a vendor warranty.

10.5. The DPW shall assume responsibility for overseeing manufacturers factory recalls or dealer warranty work to be performed by the original equipment dealers of the vehicles or equipment.

IN WITNESS WHEREOF, The Department of General Services and Public Works and Transportation have executed this Memorandum of Understanding on the day and year set forth below.

## DEPARTMENT OF GENERAL SERVICES

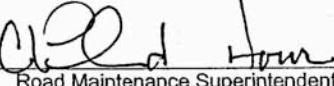
By:  3/18/04  
Deputy Director of General Services Date


By:  3-18-04  
Fleet Manager Date

By:  3-18-04  
Fleet Shop Supervisor Date

## DEPARTMENT OF PUBLIC WORKS AND TRANSPORTATION

By:  2/24/04  
Deputy Director of Public Works - Engineering Services Date

By:  25 Feb. 2004  
Road Maintenance Superintendent Date

By:  2/29/2004  
Equipment Manager Date

**EXHIBIT A**  
**POSITION ALLOCATION TRANSFERS**

The following Four (4) positions shall be transferred from the DPW to the DOGS:

Three (3) - Equipment Mechanic II

Art Ludwick  
Marc Mohler  
David Pelliteri

One (1) - Equipment Service Worker

Vacant



# SAN LUIS OBISPO COUNTY FLEET GARAGE

## EXHIBIT B SCHEDULE OF EQUIPMENT TRANSFER

Item	Number	Description	Purchase Date	cost	A/D	B/V
1	30-0178	1992 GMC 3500, One Ton Mechanics Service Truck	07/21/1992	18,074	17,171	903
2	30-0239	1994 Chev 3500, One Ton Mechanics Service Truck	07/31/1994	17,016	13,337	3,679
3		Hobart 10,000, 250 amp gas-powered welder	10/01/2001	1,700	680	1,020
4		Hobart 10,000, 250 amp gas-powered welder	10/01/2001	1,700	680	1,020
5		Miller, Syncrowave 180 SD, TIG Welder	06/02/2002	1,600	200	1,400
6		AMMCO, 15,000lb, tow-post floor hoist	09/21/2000	9,214	1,843	7,371
7		Wagner, 5200, Diesel Smoke Opacity Meter	06/01/1997	4,000	3,500	500
8		Snap-on, MT2300, Diagnostic Engine Scanner	10/01/1996	2,300	2,070	230
				55,604	39,481	16,123

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**EXHIBIT C**  
**SCHEDULE OF**  
**TRANSFER OF INVENTORY**

A complete listing and value of vehicle, equipment parts and tires will be provided based on the actual items in stock on February 22, 2003 -- the effective date of the merger.

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## **Appendix B**

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# **County of San Luis Obispo Board of Supervisors Resolution**

# SAN LUIS OBISPO COUNTY FLEET GARAGE

## COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS AGENDA ITEM TRANSMITTAL

(1) DEPARTMENT General Services		(2) MEETING DATE February 25, 2003		(3) CONTACT/PHONE Duane P. Leib (805) 781-5200	
(4) SUBJECT Response to the 2001-02 Grand Jury Report of June 2002 Recommending the Consolidation of the Public Works and General Services Garages.					
(5) SUMMARY OF REQUEST The 2001-2002 Grand Jury Final Report included a review of the County vehicle maintenance program. The report recommended that the garage operations of the Department of Public Works be consolidated under the management of the Department of General Services.					
(6) RECOMMENDED ACTION Approve the consolidation of the General Services and Public Works Garage operations which will be under General Services management effective March 9, 2003 and the Resolution amending the position allocation list for fiscal year 2002-03.					
(7) FUNDING SOURCE(S)		(8) CURRENT YEAR COST		(9) ANNUAL COST Savings \$72,600	
				(10) BUDGETED? <input type="checkbox"/> YES <input type="checkbox"/> N/A <input type="checkbox"/> NO	
(11) OTHER AGENCY/ADVISORY GROUP INVOLVEMENT (LIST): General Services, Public Works, Administrative Office, Personnel Office					
(12) WILL REQUEST REQUIRE ADDITIONAL STAFF? <input type="checkbox"/> No <input type="checkbox"/> Yes, How Many? _____ <input type="checkbox"/> Permanent _____ <input type="checkbox"/> Limited Term _____ <input type="checkbox"/> Contract _____ <input type="checkbox"/> Temporary Help _____					
(13) SUPERVISOR DISTRICT(S) 1st, 2nd, 3rd, 4th, 5th, All			(14) LOCATION MAP <input type="checkbox"/> Attached <input type="checkbox"/> N/A		
(15) AGENDA PLACEMENT <input type="checkbox"/> Consent <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Presentation <input type="checkbox"/> Board Business (Time Est. _____)			(16) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions (Orig + 4 copies) <input type="checkbox"/> Contracts (Orig + 4 copies) <input type="checkbox"/> Ordinances (Orig + 4 copies) <input type="checkbox"/> N/A		
(17) NEED EXTRA EXECUTED COPIES? <input type="checkbox"/> Number: _____ <input type="checkbox"/> Attached <input type="checkbox"/> N/A			(18) BUDGET ADJUSTMENT REQUIRED? <input type="checkbox"/> Submitted <input type="checkbox"/> 4/5th's Vote Required <input type="checkbox"/> N/A		

(19) ADMINISTRATIVE OFFICE REVIEW
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# SAN LUIS OBISPO COUNTY FLEET GARAGE



COUNTY OF SAN LUIS OBISPO

## Department of general services

COUNTY GOVERNMENT CENTER • SAN LUIS OBISPO, CALIFORNIA 93408 • (805) 781-5200  
DUANE P. LEIB, DIRECTOR

**TO:** BOARD OF SUPERVISORS

**FROM:** DUANE P. LEIB, GENERAL SERVICES DIRECTOR *D. Leib*  
NOEL KING, PUBLIC WORKS DIRECTOR *NK*

**DATE:** FEBRUARY 25, 2003

**SUBJECT:** RESPONSE TO THE 2001-02 GRAND JURY REPORT OF JUNE 2002  
RECOMMENDING THE CONSOLIDATION OF DEPARTMENTS OF  
GENERAL SERVICES AND THE PUBLIC WORKS, AND APPROVE THE  
RESOLUTION AMENDING THE POSITION ALLOCATION LISTS FOR  
BOTH DEPARTMENTS

### RECOMMENDATION

It is recommended that your Board:

1. Approve the concept of consolidating the General Services and the Public Works Garage operations which will be under General Services management, effective March 9, 2003.
2. Authorize the transfer of ownership of the various shop equipment items listed on Attachment A from the Public Works Internal Service Fund to the General Services Department, and also authorize the transfer from Public Works to General Services the amount of \$39,481 in accumulated depreciation funds that have been collected by Public Works for the future replacement of this equipment.
3. Authorize the payment from General Services to Public Works for the actual value of the equipment parts and tires on hand on February 23, 2003, that will be transferred from Public Works materials inventory to General Services (estimated at \$15,000 - \$20,000).
4. Approve the attached resolution changing the Position Allocation Lists (PAL) for both departments.

### DISCUSSION

The 2001-2002 Grand Jury Final Report included a review of the County vehicle maintenance program. The report recommended that the garage operations of the Department of Public Works be consolidated under the management of the Department of General Services. The responses to your Board from both departments include a commitment to investigate that possibility and report back to your Board by December 2002. The Departments of General Services and Public Works have had on going discussions and have developed a plan to consolidate the garage operations under General Services. That operating plan is documented in an operational Memorandum of Understanding between the two departments.



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This consolidation will place maintenance responsibility for all county vehicles and other heavy motor pool equipment currently maintained by Public Works under the Department of General Services. Four Public Works positions (three Equipment Mechanics I/II and one Equipment Service Worker) will transfer into the Department of General Services, initially with the same job titles, while their classifications are studied by the Personnel Department. Any differences in title, pay, uniform allowances and tool allowances between these four positions and the existing General Services Shop positions will be addressed during the following year involving the Personnel Department, the County Administrative Office, affected employees and their respective employee associations.

The Department of Public Works will still own its equipment, and Public Works will essentially be contracting the General Services for the maintenance service. It is anticipated that the majority of the construction equipment repairs, as well as most major repairs to the sedans and pickup trucks, will be outsourced to private shops, and the routine servicing and minor repairs will be done in the General Services shop.

The consolidation will eliminate two Public Works Department positions:

- One vacant Public Works Equipment Service Worker position at an annual savings of \$49,710 in salary and benefits will be eliminated effective March 9, 2003.
- One Storekeeper I position, at an additional annual savings of \$46,416 in salary and benefits will be eliminated effective April 6, 2003.

This potential total annual savings of \$96,126 will also be enhanced by efficiency savings in the garage operations, eliminating duplicate management, inventory and accounting practices and allowing maximum flexibility of mechanics for better time management.

It is anticipated the current classification of General Services Garage Manager will likely be reclassified to Fleet Manager and the current position of General Services Supervising Automotive Mechanic will be reclassified to Fleet Shop Supervisor. Modifications reflecting the shift of positions between the two departments, as well as any title and salary changes, will be brought to your Board for consideration in the next few weeks. The corresponding salary levels will be determined by other County comparisons for similar positions as well as the current County Management Study. However, it is estimated that the new Fleet Manager's salary at Step 5 will be ~\$16,200 (including benefits) higher than the current General Services Garage Manager salary and the new Fleet Shop Supervisor's salary at Step 5 will be ~\$4,248 (including benefits) higher than the current General Services Supervising Automotive Mechanic.

In addition, the Equipment Manager position in Public Works will undergo a classification review given the change in duties and elimination of supervision responsibility

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## Advantages:

- All garage operations will be consolidated under one central administration, thereby eliminating potential duplication of services, equipment and other resources.
- All purchasing will be handled under one system within the Department of General Services.
- All county vehicles will have their costs tracked under one central computer system increasing data collection, cost analysis and fleet management efficiency.
- The cost to maintain and repair the Public Works fleet is expected to be reduced through operating efficiencies.
- Line supervision of Shop mechanics and Service Workers will be available, on site, at all times.
- Employee management will be consistent and coordinated to eliminate inequities in job classifications, tool allowances and uniform allowances.

## OTHER AGENCY INVOLVEMENT

The Department of Public Works, the County Administrative Office, and the Personnel Office have been involved with this recommendation course of action. Public Works staff will have frequent input into various repair decisions, as outlined in the interdepartmental Memorandum of Understanding.

## FINANCIAL CONSIDERATIONS

The proposed consolidation will initially result in approximately \$96,126 per year in staffing savings due to the elimination of one Equipment Services Worker position and one Storekeeper 1 position. This savings will be offset by the Fleet Manager's estimated annual salary increase of \$16,200 and the Fleet Shop Supervisor's estimated annual salary increase of \$4,248. The net savings in salaries is anticipated to be ~\$75,679. See Attachment "B" for more detail.

Additional savings will also be realized through more efficient use of staff resources.

## RESULTS

The garage operations for the county will be united under one management resulting in anticipated increased efficiency and annual long term cost savings of at least \$75,679 facilitating your Board's desired community-wide result of a well governed community.

## Attachment

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# SAN LUIS OBISPO COUNTY FLEET GARAGE

## IN THE BOARD OF SUPERVISORS COUNTY OF SAN LUIS OBISPO, STATE OF CALIFORNIA

\_\_\_\_\_ day \_\_\_\_\_, 2003

PRESENT: Supervisors

ABSENT:

RESOLUTION NO. \_\_\_\_\_

### RESOLUTION AMENDING THE POSITION ALLOCATION LIST RESOLUTION FOR FISCAL YEAR 2002-03

The following resolution is hereby offered and read:

WHEREAS, Chapter 2.48, Section 160 of the San Luis Obispo County Code provides that the number of positions and the classifications of said positions allowed within each department shall be established by resolution of the Board of Supervisors; and

WHEREAS, the Board of Supervisors has allowed certain positions through adoption of the County budget for Fiscal Year 2002-03; and

WHEREAS, the position being allocated by this resolution has been reviewed by the Personnel Department and is consistent with job specifications and classifications as provided by the Civil Service Commission, and

WHEREAS, the County Administrator has met with the Personnel Department staff and concurs with the recommended changes.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Supervisors of the County of San Luis Obispo, State of California, the position allocation for Budget Unit 2900, Public Works, and Budget Unit 2300, Garage ISF be amended as follows:

#### **2900 – PUBLIC WORKS**

<u>Job</u>	<u>Class Title</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
01121	Equipment Mechanic I			
01120	or Equipment Mechanic II	3.00	0.00	03/09/03
01123	Equipment Service Worker	2.00	0.00	03/09/03
01336	Storekeeper I	1.00	0.00	04/06/03

#### **2300 – GARAGE ISF**

<u>Job</u>	<u>Class Title</u>	<u>From</u>	<u>To</u>	
01121	Equipment Mechanic I			
01120	or Equipment Mechanic II	0.00	3.00	03/09/03
01123	Equipment Service Worker	0.00	1.00	03/09/03

Upon motion of Supervisor \_\_\_\_\_, seconded by Supervisor \_\_\_\_\_,

and on the following roll call vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing resolution is hereby adopted:

# SAN LUIS OBISPO COUNTY FLEET GARAGE

\_\_\_\_\_  
Chairman of the Board of Supervisors

ATTEST:

\_\_\_\_\_  
Clerk of the Board of Supervisors

BY: \_\_\_\_\_ Deputy Clerk

February 25, 2003

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